

Disc Sander Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			Elimination Remove the hazard.
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change
								PPE

Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance
Insignificant	No injury	no schedule impact	Deviation caught and corrected on site

Notes on Hierarchy of Controls:

Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **PPE**

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Tripping over equipment, Inhaling dust	3H	<ul style="list-style-type: none"> - Ensure work area is clean and free from obstruction - Wear dust masks approved for wood dust - Check the work table is stable - Equipment should be checked for damage before use - Remove unnecessary items from the workspace - Conduct pre-operation briefing on safety protocols - Dispose of waste appropriately - Use signage to warn of possible tripping hazards - Wear appropriate footwear with good grip - Implement a clear-as-you-go policy 	2M
2. Inspecting Sander	Electrical shock, Faulty equipment	3H	<ul style="list-style-type: none"> - Perform routine safety checks before use - Disconnect the sander before inspection - Ensure power source complies with Australian Standards - Check electrical cords for damage - Test the emergency stop button - Confirm all safety guards are in place - Ensure the disc is securely attached - Use electrical tools that carry a regulatory compliance mark - Keep inspection checklist updated - Train workers in identifying equipment faults 	1L
3. Setting Up Workpiece	Pinching fingers, Slipping of workpiece	3H	<ul style="list-style-type: none"> - Use clamps to secure the workpiece - Keep hands clear of the rotating disc - Ensure proper alignment of the workpiece - Verify the table and disc are clear of previous debris - Apply minimal pressure on the workpiece - Adjust table height to a comfortable level - Use push sticks when necessary - Train workers in proper setup techniques 	2M

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			<ul style="list-style-type: none"> - Conduct visual inspections of the setup - Ensure adequate lighting on the workpiece 	
4. Activating Sander	Starting shock, Noise exposure	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
5. Operating Sander	Kickback, Burns from friction	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
6. Adjusting Settings	Incorrect adjustments leading to hazards, Burns from hot surfaces	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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7. Changing Discs	Cuts from sharp edges, Improper disc installation	3H		1L
8. Cleaning Sander	Dust inhalation, Contact with moving parts	3H		1L
9. Shutting Down	Accidental startup, Residual power hazards	2M		1L

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10. Maintenance	Exposure to hazards during servicing, Incorrect maintenance procedures	3H		1L
11. Emergency Procedures	Panic response, Inappropriate emergency actions	4A		2M
12. Handling Offcuts	Sharp edges, Dust and debris	3H		2M

[illegible]

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15. Staff Training	Lack of knowledge, Improper use	4A	<ul style="list-style-type: none"> Develop comprehensive training program covering all safety aspects of the equipment. Conduct mandatory training sessions for all staff before they are allowed to use the equipment. Use a combination of written manuals, video demonstrations, and hands-on practice. Assign experienced staff to supervise and assist during the initial training phase. Implement a competency assessment to ensure all staff understand and can safely use the equipment. Provide ongoing refresher training and updates as new safety information or equipment features are introduced. Establish a system for reporting and addressing safety concerns or incidents related to equipment use. Ensure training materials are accessible and easy to understand. Encourage staff to ask questions and seek clarification during training. Document all training activities and maintain records of staff completion. Regularly review and evaluate the effectiveness of the training program. 	2M
16. Feedback Mechanisms	Unaddressed safety concerns, Ineffective communication	4M	<ul style="list-style-type: none"> Establish a clear and accessible process for staff to report safety concerns or incidents. Designate a specific person or team responsible for receiving and investigating all reports. Implement a system for tracking and documenting all safety reports. Conduct thorough investigations into all reported safety concerns to determine the root cause. Communicate the findings of investigations and the actions taken to address the concerns to all relevant staff. Implement corrective actions to prevent recurrence of the identified issues. Regularly review and analyze safety data to identify trends and areas for improvement. Encourage a culture of safety where staff feel comfortable reporting concerns without fear of reprisal. Provide feedback to staff on the outcomes of their reports. Use safety data to inform training and other safety measures. Establish a system for regular communication and consultation with staff on safety matters. Conduct regular safety meetings or forums to discuss safety issues and share information. Use surveys or other methods to gather staff input on safety concerns. Ensure that safety communication is clear, concise, and easy to understand. Regularly review and update the feedback mechanisms to ensure they are effective. 	1L
17. Use of PPE	Incorrect PPE usage, Failure to wear PPE	4A	<ul style="list-style-type: none"> Develop and implement a clear PPE policy that specifies the required PPE for each task. Ensure that all staff are aware of the PPE policy and understand the importance of wearing PPE. Provide training on the correct use and maintenance of PPE. Ensure that PPE is readily available and in good condition. Implement a system for monitoring and enforcing PPE usage. Conduct regular safety checks to ensure that staff are wearing the correct PPE. Provide immediate feedback and corrective action if staff are found not wearing PPE. Encourage staff to report any issues with PPE. Regularly review and update the PPE policy to reflect changes in equipment or tasks. Use safety data to identify areas where PPE usage is low or incorrect. Implement targeted interventions to improve PPE usage in these areas. Provide incentives or recognition for staff who consistently wear PPE correctly. Ensure that PPE is comfortable and suitable for the task. Regularly inspect and replace PPE as needed. Conduct regular safety training that emphasizes the importance of PPE. Use visual aids, such as posters or signs, to remind staff to wear PPE. Establish a system for reporting and addressing PPE incidents. 	2M

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18. Emergency Evacuation	Congestion during evacuation, Failure to evacuate in time	4A		2M
19. Storage of Hazardous Materials	Chemical spills, Fire hazards	3H		1L
20. Record Keeping and Documentation	Loss of important records, Inaccurate documentation	2M		1L

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SAMPLE

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IF ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>

Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work